

**CLERICAL MANHOURS DIRECTED
TOWARD BASIC CLERICAL TASKS
OF TYPING, LOGGING AND
FILING OF CORRESPONDENCE**

25X1A9a

TYPING CABLES	TYPING DISPATCHES	TYPING MEMOS	LOGGING CABLES	LOGGING DISPATCHES	LOGGING MEMOS	FILING CABLES	FILING DISPATCHES	FILING MEMOS	MISC. TYPING	MISC. LOGGING	MISC. FILING	TOTAL HOURS SPENT PER WEEK ON BASIC CLERICAL TASKS	PERCENTAGE OF TOTAL HOURS SPENT PER WEEK ON ACTIVITIES OTHER THAN BASIC CLERICAL TASKS
3	4	5				5	2	1	2 1/2	1 1/2	2	19 1/2	51%
5	5	3		2		5	2	1		2	2	27 1/2	32%
									15	6	3	34	15%
6	9	1	1	1 1/2		1	1	1 1/2	4 1/2	1 1/6	3 1/2	32 1/6	20%
4	3	2	1	1 1/2		1	3	1 1/2	1		3	22	45%

TAB C